

Lynch Fluid Controls Inc. is a manufacturer of high quality fluid power components located in Mississauga, Ontario. We were established in 1987 and have been gaining recognition in many countries as a source of fluid power products.

From our home in Mississauga, we design, manufacture and export hydraulic manifolds, valve systems, electronics and a growing selection of products that have been created by our first class team. Our exclusive distribution arrangement with Sun Hydraulics has been the backbone in our manifold manufacturing division. We have been able to take cartridge valve integration to a new level, and are now suppliers to many well recognized fluid power establishments and OEM's. We now routinely design manifolds for the world market that interface with many manufacturers, fluids, materials and applications.

We are currently looking for a **Project Planner** to join our dynamic team. If you are a positive and driven individual with a passion for quality and a desire to make a positive impact to the success of our company, then we want to hear from you!

JOB SUMMARY: This position is responsible for the planning and coordination of production activities, included, but not limited to the items listed below.

RESPONSIBILITIES:

- Management of production documentation
- Order-data entry, BOM creation, EIDP
- Liaison between production, sales & engineering, RADTF , warehouse & shipping
- Monitor & report status of jobs throughout production
- Coordinate activities with Production Manager

ACADEMIC/EDUCATIONAL REQUIRMENTS:

- Completion of college, university or trade certificate in a related field
- Technical education is an asset

REQUIRED SKILLS/EXPERIENCE:

- Microsoft Office proficiency, sound knowledge of basic computer programs
- Ability to perform and prioritize multiple tasks, respond appropriately to constant changes in priorities and meet critical deadlines
- Effective organizational and accurate record keeping skills
- Exceptional customer service and negotiating skills
- Excellent interpersonal and written/oral communication skills
- Manufacturing environment experience
- Ability to read CAD drawings/blueprints
- Continuous improvement mindset
- Experience in the fluid power industry and technical knowledge of fluid power components an asset

- Experience working in an ISO environment an asset
- Experience with SAP an asset

Must meet requirements of Canadian Controlled Goods Program (CGP)

******* PLEASE SEND YOUR RESUME IN PDF FORMAT ONLY**

Lynch Fluid Controls is proud to be an equal opportunity workplace. Our goal is a diverse, inclusive, and barrier-free workplace. We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act. If you are a person with a disability and need the job posting in an alternative format or any other accessible accommodations during the hiring process, please send your request to our Human Resources department.